

Office of Human Capital Management

Personnel Bulletin: 2007-24-DM

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TO: NASA Centers
Attn: Human Resources Directors
Center Training Officers

FROM: Director, Training and Leader Development
Workforce Management and Development Division

SUBJECT: Passing Grades and Recordkeeping for Academic Courses

Historically, NASA has had no uniform treatment of what constitutes a “passing grade” for training courses taken from a college or university. Also, there has been no consistency in how the Agency records academic training that is not completed successfully or where an employee has withdrawn from the course prior to completion. With the NSSC taking on training processing for the Agency, it becomes important to be consistent in how the Agency treats these topics and processes.

What constitutes a passing grade?

The grading policy was reviewed using a random sample of accredited schools from various parts of the country. Uniformly, all were the same—though a grade of “D” was passing for undergraduate courses, it did not constitute acceptable academic standing at any of the schools. A grade of “C” constitutes acceptable academic standing for an undergraduate course at each of the institutions. For Agency purposes, a grade of “C” will be considered “passing” for undergraduate courses funded by the Agency.

A similar schema is present for graduate level courses. Though a grade of “C” was passing, a grade of “B” constitutes acceptable academic standing. For Agency purposes, a grade of “B” will be considered “passing” for graduate courses funded by the Agency.

Employees will be expected to repay course costs if they do not obtain a passing grade or do not complete the course. Employees will follow the policy established in NPD 3410.2E, Employee and Organizational Development, Section 1.i. which indicates that an employee may be required to reimburse the agency for training costs if not completed successfully. This section also indicates that an employee may request a waiver of repayment, and outlines the waiver process.

This policy becomes effective as of the date of this personnel bulletin.

What will the policy on recordkeeping be for courses that are failed or incomplete?

Centers differ in how they record courses that are failed or incomplete. Some do not record the grade or the incomplete, but still request repayment. The Agency, through the NSSC recordkeeping, will record all grades for courses. This will include courses that are completed but where the student did not make an acceptable grade as well as courses where the student hasn't finished or has withdrawn.

If you have any questions about these issues, please contact Debbie Markham at (202) 358-0961.

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